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Technical Writing Style Example of End-User's Manual - Created by Steve Olsen

Note: This example uses many government acronyms known by the manual users. However, each acronym is initially defined, using the form of:

Bureau of Labor Statistics (BLS)

The screen shots used are modified by removing all identifying account information.

I. MWR Entry menu choice

The **MWR Entry** menu choice allows inputting and editing of data sent to BLS via the Internet.

Data gathered via the Internet is sent to the appropriate state where it is loaded into their processing systems, and transmitted to **BLS-Washington** on the **EQUI**.

a. Locating the account wanted

To locate the account wanted, perform the following steps:

1. Click the **Multi** menu choice from the main **IQ** menu.
2. Click the **MWR Entry** menu choice.

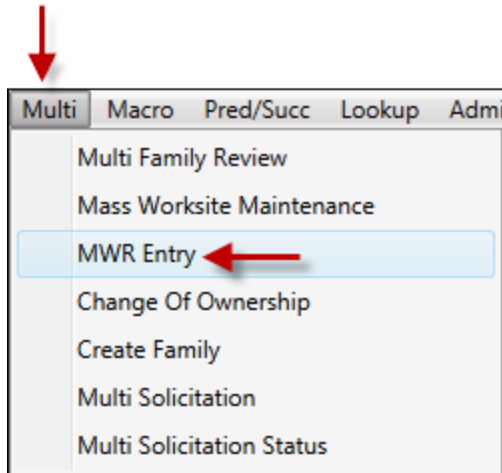


Figure 1: MWR Entry choice

The **MWR Entry** menu choice displays.

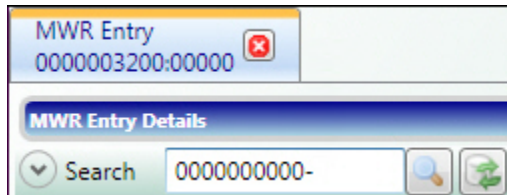


Figure 2: MWR Entry screen

Use one of the following four choices to locate the account wanted:

A.

1. Click into to the **Search** field.
2. Enter the **UI Number** of the account wanted.
3. Press the **Enter** key.

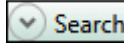
B.

Press the **F10** key to select the first/next account.

C.

Press the **F11** key to select the last/previous account.

D.

Click the **Advanced Search** drop-down menu  arrow for additional search criteria.

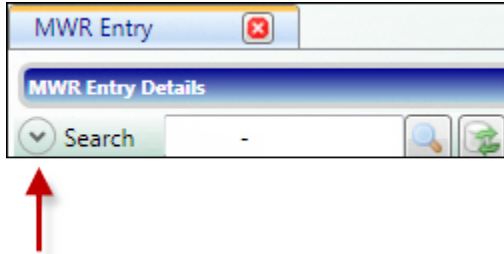


Figure 3: Using the drop-down Advanced Search field choice

Selecting choice “D” displays the **Advanced Search** screen. To use the screen, perform the following steps:

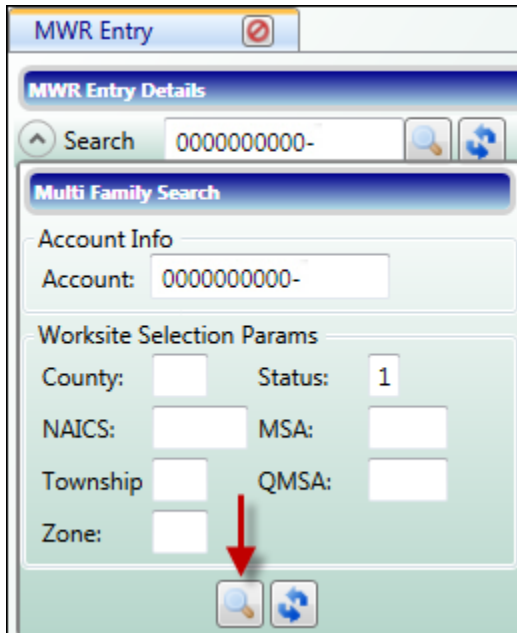


Figure 4: MWR Entry advanced search screen

1. Enter the **data** identifying the account.
2. Click on the **Advanced Search**  icon.

The account displays with any existing account data.

MWR Entry
0000000000:00000

MWR Entry Details

Search: 0000000000-   UI: 0000000000 RUN:

MWR Entry

     ☐ Alt. Seq. ☐ RU Desc. Year QTR 2011/2

RUN	Apr	May	Jun	TOT Wages
00001	58	59	58	1,195,564
00002	82	83	82	584,483
00003	3	3	3	24,328
00005	4	4	4	35,353
00006	4	4	4	33,981
00009	178	182	181	1,966,138
00013	4	4	4	26,224

Figure 5: Account found and data displayed

b. MWR Entry Screen Toolbar

MWR Entry

     ☐ Alt. Seq. ☐ RU Desc. Year QTR 2011/2

Figure 6: MWR Toolbar

The icons on the toolbar perform the following functions:

Icon	Function
	Cancel
	Verify data only
	Save changes
	Go to Mass Worksite
	Clear Reporting Units
☐ Alt. Seq.	Display/Hide alternate sequence
☐ RU Desc.	Display/Hide Reporting Number

Icon	Function
Year QTR 2011/2	Year/Quarter selector

b. MWR Entry Screen

The screenshot shows the 'MWR Entry' screen with a title bar 'MWR Entry 0000000000:00000'. Below the title bar is a 'MWR Entry Details' section with a search bar containing '0000000000-' and a 'UI: 0000000000 RUN:' field. Below this is a 'MWR Entry' section with a toolbar containing icons for delete, save, print, and refresh, along with checkboxes for 'Alt. Seq.' and 'RU Desc.', and a 'Year QTR 2011/2' selector. The main data area is a table with columns: RUN, Apr, May, Jun, and TOT Wages. The table contains the following data:

RUN	Apr	May	Jun	TOT Wages
00001	58	59	58	1,195,564
00002	82	83	82	584,483
00003	3	3	3	24,328
00005	4	4	4	35,353
00006	4	4	4	33,981
00009	178	182	181	1,966,138
00013	4	4	4	26,224

Figure 7: MWR Entry Screen

Use the **MWR Entry** screen to enter data received from the account or revise existing data if necessary. The headings in the **MWR Entry** screen are:

RUN:

This is an identifier of the separate physical locations of the account.

Month Headings:

Enter/revise the data for the account, for the months and **RUNs** displayed.

Tot Wages:

The total wages for each **RUN** is automatically displayed in the **Tot Wages** column.